

**NORTH IOWA REGIONAL HOUSING AUTHORITY  
202 First Street SE, Ste. 203, Mason City, IA 50401**

**February 25, 2025, 9:00 AM**

**In person in the conference room or access the conference by calling in to  
617-793-8470 or toll free at 844-855-4444. Access code is 5204446.**

**AGENDA**

	<b>Pages</b>
<b>1. Opening of Meeting</b>	
A. Call to Order	
B. Determination of Quorum	
C. Recognition of Visitor	
D. Approval of Agenda and Request for Changes	
<b>2. Open Forum</b>	
Audience Note: If you desire to speak to the board, please read and complete the Open Forum Request form provided at the sign-in table and give it to the Board Secretary.	
<b>3. Consent Agenda</b>	
All items under this section are routine and may be enacted by one motion. Any item may be removed from the Consent Agenda at the request of a commissioner and considered separately.	
A. Executive Director's Report	2
B. Approval of Consent Items or Request for Removal and Discussion	
<b>4. Old Business</b>	
A. Minutes	3-4
B. Financial Statements	5-8
C. Bills	9-10
D. Miscellaneous Communications	
<b>5. New Business</b>	
A. Selection of Nominating Committee	11
B. Fill Position of Secretary and Treasurer	12
<b>6. Adjourn.</b>	
Next Scheduled Regular Meeting March 25, 2025	

**Consent Agenda – Executive Director’s Report**

**a. Public Housing Unit Status**

<b>Unit Turnover</b>					
	<b>Month of February 2025</b>	<b>Total Units at Site</b>	<b>Leased as of January 31, 2025</b>	<b>HUD Removed</b>	<b>Vacant Units</b>
	Algona	14	11	0	3
	Britt	6	4	0	2
	Clear Lake	10	9	0	1
	Forest City	16	13	0	3
	Hampton	27	25	0	2
	Manly	12	10	0	2
	Northwood	8	6	0	2
«	Osage	10	10	0	0
«	Rockford	10	10	0	0
«	Sheffield	8	8	0	0
	<b>Total</b>	<b>121</b>	<b>106</b>	<b>0</b>	<b>15</b>
«	<b><i>indicates that property is full</i></b>				

- b. A water pump was repaired in December, resolving heat issues at Heritage Place in Hampton. No further problems arose during recent below-zero temperatures.
- c. A couple units in Hampton and Forest City have seen significant tenant caused damage, leading to higher clean-up costs and legal fees.
- d. At the end of January, a federal budget freeze temporarily prevented us from drawing our monthly operating funds from HUD. This freeze was lifted after 48 hours, allowing us to access the funds. However, future funding remains uncertain as Congress has not approved a long-term budget. HUD has yet to be evaluated by the Department of Government Efficiency, and changes are expected when that occurs.
- e. A HUD notice released December 26, 2024, made repositioning more realistic for agencies like ours. Previous estimates had a \$1.6 million short fall in the development budget, the gap between anticipated income and cost. The HUD notice made a technical change to repositioning which allows agencies of our size to use a higher percentage of project-based vouchers, which drops that gap to \$600,000. Discussions are ongoing with Knight Development.

**North Iowa Regional Housing Authority**  
**202 First Street SE, Ste. 203, Mason City, IA 50401**  
Tuesday December 17, 2024, 9:00 A.M.  
Minutes

**1. Opening of Meeting.**

- A. Chairperson Helgeson called the North Iowa Regional Housing Authority regular board meeting to order at 9:01 a.m. via conference call and in office. Public access to the meeting was available via phone and in office.

**Board Members: Present:** Delegates: Bruce Helgeson, Ashley Rosendahl, Boyd Campbell, and Gary Gelner, By phone: None: Alternates: None: **Absent:** Beth Johnson, Yvonne Krukow, Dona Nielsen and Julie Hagen-Robb. **Staff:** Justin Stotts and Carrie McBride **Guest:** None

- B. Determination of Quorum.  
A quorum was determined.
- C. Recognition of Visitor.  
None
- D. Approval of Agenda and Request for Changes/Recording of Agenda.  
Rosendahl moved to approve the agenda as presented. Gelner seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.

**2. Open Forum.**

None.

**3. Consent Agenda.**

Campbell moved to approve the consent agenda as presented. Rosendahl seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.

**4. Old Business.**

- A. Minutes

Gelner moved to approve the minutes, financial statements, and bills with no changes. Rosendahl seconded the motion. All were in favor; none opposed; and none abstained. The motioned carried.

- B. Financial Statements

- C. Bills

- D. Miscellaneous Communication  
None

**5. New Business.**

- A. Resolution 2024-11 Flat Rent

Rosendahl motioned to approve Resolution 2024-11 Flat Rents. Gelner seconded the motion.

**ROLL CALL VOTE:** Rosendahl, Campell, Gelner, and Helgeson were in favor; none opposed; and none abstained. The motion carried.

- B. Employee Health Insurance for the policy year 2025.

Campbell motioned to approve the new Employee Health Insurance UHC Level- Funded HP500025 PPO and increase the HSA account by \$500.00 annually to \$3,000 total for the year. Rosendahl seconded the motion. Rosendahl, Campbell, and Gelner were in favor; Helgeson opposed; and none

abstained. The motion carried.

C. Postponement of LIPH ACOP and HCV Admin Plan Changes Repositioning Update  
Gelner motioned to approve Postponement of LIPH ACOP and HCV Admin Plan Changes.  
Rosendahl seconded the motion. All were in favor; none opposed; and none abstained. The motioned carried.

**6. Adjourn.**

Campbell moved to adjourn. Rosendahl Seconded the motion. All were in favor; none opposed; and none abstained. The motion carried. Meeting adjourned at 10:26 AM. Next meeting January 28, 2025.

\_\_\_\_\_  
Bruce Helgeson, Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Justin Stotts, Executive Director

\_\_\_\_\_  
Date

**NORTH IOWA REGIONAL HOUSING AUTHORITY - PH**

**BOARD SUMMARY REPORT**

DATE **December 2024**

	<b>Current</b>	<b>Fiscal Year Begin Bal</b>	<b>+/-</b>
<b>Cash &amp; Investments</b>			
1111 Cash General Fund	\$ 674,748.98	\$ 688,929.88	\$ (14,180.90)
1114 Sec Deposit Fund	\$ 29,679.75	\$ 28,721.17	\$ 958.58
1117 Petty Cash	\$ 100.00	\$ 100.00	\$ -
1162 CD	\$ 119,505.92	\$ 119,505.92	\$ -
1162.010 CD SD	\$ 25,825.94	\$ 25,825.94	\$ -
<b>Total Cash &amp; Investments</b>	<b>\$ 849,860.59</b>	<b>\$ 863,082.91</b>	<b>\$ (13,222.32)</b>

	<b>YTD Balance</b>	<b>Annual Budget</b>	<b>Percent of Budget</b>
<b>Receipts</b>			
Rental Income	\$ 45,631.27	\$ 174,458.04	26%
Other Operating Revenue	\$ 234,721.93	\$ 494,755.00	47%
<b>Total</b>	<b>\$ 280,353.20</b>	<b>\$ 669,213.04</b>	<b>42%</b>
<b>Expenses</b>			
Admin Expense	\$ 49,639.94	\$ 227,576.00	22%
Utilities Expense	\$ 8,869.20	\$ 56,500.00	16%
Maintenance Expense	\$ 93,390.31	\$ 420,501.00	22%
General Expense	\$ 16,128.32	\$ 163,129.00	10%
Leased Amort & Int	\$ -	\$ -	
Nonroutine Expenses	\$ 24,442.29	\$ 80,000.00	31%
<b>Total Operating Expenses</b>	<b>\$ 192,470.06</b>	<b>\$ 947,706.00</b>	<b>20%</b>
<b>Net Income (Loss) from Operations</b>	<b>\$ 87,883.14</b>	<b>\$ (278,492.96)</b>	<b>-32%</b>

<b>Operating Reserve</b>	
<b>Beginning of Year</b>	
2810.510 Admin Unrestricted	\$ 696,016.90
Net Income (Loss) from Operations	\$ 87,883.14
Equity Transfer Business Activity	\$ -
Current FY Pension Adjustment	\$ -
<b>Operating Reserve, End of Current Period</b>	<b>\$ 783,900.04</b>

**NORTH IOWA REGIONAL HOUSING AUTHORITY - VOUCHER  
BOARD SUMMARY REPORT  
DATE December 2024**

	Current	Fiscal Year Begin Bal	+/-
<b>Cash &amp; Investments</b>			
1111 Cash General Fund	\$ 568,489.81	\$ 578,440.07	\$ (9,950.26)
<b>Total Cash &amp; Investments</b>	<b>\$ 568,489.81</b>	<b>\$ 578,440.07</b>	<b>\$ (9,950.26)</b>

	YTD Balance	Annual Budget	Percent of Budget
<b>Receipts</b>			
HUD Admin Fees	\$ 70,769.00	\$ 240,000.00	29%
Other Operating Revenue	\$ 5,404.30	\$ 27,050.00	20%
<b>Total</b>	<b>\$ 76,173.30</b>	<b>\$ 267,050.00</b>	<b>29%</b>
<b>Expenses</b>			
Admin Expense	\$ 59,520.11	\$ 257,473.00	23%
Utilities Expense	\$ -	\$ -	
Maintenance Expense	\$ 73.47	\$ 15,787.00	0%
General Expense	\$ 2,793.83	\$ 11,250.00	25%
Leased Amort & Int	\$ -	\$ -	
<b>Total Operating Expenses</b>	<b>\$ 62,387.41</b>	<b>\$ 284,510.00</b>	<b>22%</b>
<b>Net Income (Loss) from Operations</b>	<b>\$ 13,785.89</b>	<b>\$ (17,460.00)</b>	<b>-79%</b>

<b>Operating Reserve</b>	
<b>Beginning of Year</b>	
2810.002 Admin Reserve	\$ 500,947.65
Net Income (Loss) from Operations	\$ 13,785.89
Current FY Pension Adjustment	\$ -
<b>Operating Reserve, End of Current Period</b>	<b>\$ 514,733.54</b>

**NORTH IOWA REGIONAL HOUSING AUTHORITY - PH**

**BOARD SUMMARY REPORT**

DATE **January 2025**

	<b>Current</b>	<b>Fiscal Year Begin Bal</b>	<b>+/-</b>
<b>Cash &amp; Investments</b>			
1111 Cash General Fund	\$ 607,288.98	\$ 688,929.88	\$ (81,640.90)
1114 Sec Deposit Fund	\$ 29,886.10	\$ 28,721.17	\$ 1,164.93
1117 Petty Cash	\$ 100.00	\$ 100.00	\$ -
1162 CD	\$ 119,505.92	\$ 119,505.92	\$ -
1162.010 CD SD	\$ 25,825.94	\$ 25,825.94	\$ -
<b>Total Cash &amp; Investments</b>	<b>\$ 782,606.94</b>	<b>\$ 863,082.91</b>	<b>\$ (80,475.97)</b>

	<b>YTD Balance</b>	<b>Annual Budget</b>	<b>Percent of Budget</b>
<b>Receipts</b>			
Rental Income	\$ 63,249.95	\$ 174,458.04	36%
Other Operating Revenue	\$ 272,396.77	\$ 494,755.00	55%
<b>Total</b>	<b>\$ 335,646.72</b>	<b>\$ 669,213.04</b>	<b>50%</b>
<b>Expenses</b>			
Admin Expense	\$ 83,755.76	\$ 227,576.00	37%
Utilities Expense	\$ 15,539.70	\$ 56,500.00	28%
Maintenance Expense	\$ 132,333.60	\$ 420,501.00	31%
General Expense	\$ 27,523.11	\$ 163,129.00	17%
Leased Amort & Int	\$ -	\$ -	
Nonroutine Expenses	\$ 24,442.29	\$ 80,000.00	31%
<b>Total Operating Expenses</b>	<b>\$ 283,594.46</b>	<b>\$ 947,706.00</b>	<b>30%</b>
<b>Net Income (Loss) from Operations</b>	<b>\$ 52,052.26</b>	<b>\$ (278,492.96)</b>	<b>-19%</b>

<b>Operating Reserve</b>	
<b>Beginning of Year</b>	
2810.510 Admin Unrestricted	\$ 696,016.90
Net Income (Loss) from Operations	\$ 52,052.26
Equity Transfer Business Activity	\$ -
Current FY Pension Adjustment	\$ -
<b>Operating Reserve, End of Current Period</b>	<b>\$ 748,069.16</b>

**NORTH IOWA REGIONAL HOUSING AUTHORITY - VOUCHER  
BOARD SUMMARY REPORT  
DATE January 2025**

	Current	Fiscal Year Begin Bal	+/-
<b>Cash &amp; Investments</b>			
1111 Cash General Fund	\$ 582,553.94	\$ 578,440.07	\$ 4,113.87
<b>Total Cash &amp; Investments</b>	<b>\$ 582,553.94</b>	<b>\$ 578,440.07</b>	<b>\$ 4,113.87</b>

	YTD Balance	Annual Budget	Percent of Budget
<b>Receipts</b>			
HUD Admin Fees	\$ 92,861.00	\$ 240,000.00	39%
Other Operating Revenue	\$ 7,094.57	\$ 27,050.00	26%
<b>Total</b>	<b>\$ 99,955.57</b>	<b>\$ 267,050.00</b>	<b>37%</b>
<b>Expenses</b>			
Admin Expense	\$ 100,149.08	\$ 257,473.00	39%
Utilities Expense	\$ -	\$ -	
Maintenance Expense	\$ 113.58	\$ 15,787.00	1%
General Expense	\$ 6,072.85	\$ 11,250.00	54%
Leased Amort & Int	\$ -	\$ -	
<b>Total Operating Expenses</b>	<b>\$ 106,335.51</b>	<b>\$ 284,510.00</b>	<b>37%</b>
<b>Net Income (Loss) from Operations</b>	<b>\$ (6,379.94)</b>	<b>\$ (17,460.00)</b>	<b>37%</b>

<b>Operating Reserve</b>	
<b>Beginning of Year</b>	
2810.002 Admin Reserve	\$ 500,947.65
Net Income (Loss) from Operations	\$ (6,379.94)
Current FY Pension Adjustment	\$ -
<b>Operating Reserve, End of Current Period</b>	<b>\$ 494,567.71</b>



# North Iowa Regional Housing Authority

## Check Register

All Bank Accounts

January 1, 2025 - January 31, 2025

Check Number	Check Date	Payee	Amount
<b>Payroll Direct Deposit</b>			
9368	01/03/25	Gansen, Karri S	1,540.98
9369	01/03/25	Heiny, Daniel L	1,531.38
9370	01/03/25	McBride, Carrie L	1,287.49
9371	01/03/25	Seaton, Carmen N	1,551.19
9372	01/03/25	Stotts, Justin	2,736.80
9373	01/03/25	Urbatsch, Gregg A	1,530.52
9405	01/17/25	Gansen, Karri S	1,585.69
9406	01/17/25	Heiny, Daniel L	1,531.37
9407	01/17/25	McBride, Carrie L	1,287.48
9408	01/17/25	Seaton, Carmen N	1,556.69
9409	01/17/25	Stotts, Justin	2,640.37
9410	01/17/25	Urbatsch, Gregg A	1,530.52
<b>Payroll Direct Deposit Total</b>			<b>20,310.48</b>
<b>Vendor Checks</b>			
9375	01/07/25	A&M Electric Inc	1,647.22
9376	01/07/25	Algona Municipal Utilities 1	365.83
9377	01/07/25	Alliant Energy/IPL	675.10
9378	01/07/25	Black Hills Energy	247.68
9379	01/07/25	Brett A Austin	400.00
9380	01/07/25	BRIC MC LLC	2,642.94
9381	01/07/25	Christopher Meirick	706.00
9382	01/07/25	City of Clear Lake	65.50
9383	01/07/25	City of Forest City	254.65
9384	01/07/25	City of Northwood	143.78
9385	01/07/25	City of Rockford	27.52
9386	01/07/25	Gary Sheppard	770.00
9387	01/07/25	HDSUPPLY	537.28
9388	01/07/25	Hogen Lawn Care	1,360.00
9389	01/07/25	Karri Gansen	251.92
9390	01/07/25	KHI Solutions	200.00
9391	01/07/25	Kronlage & Olson PC	3,500.00
9392	01/07/25	Menards - Mason City	1,315.96
9393	01/07/25	Mid American Energy Company	106.67
9394	01/07/25	North Central Building Supply Inc.	195.94
9395	01/07/25	Northwood Sanitation, LLC	410.00
9396	01/07/25	Osage Municipal Utilities	63.74
9397	01/07/25	PHA-Web	20,670.20
9398	01/07/25	Pollard Pest Control & Lawn Care Co.	160.00
9399	01/07/25	Rich's Handyman Service	175.00
9400	01/07/25	River City Communications, Inc	24.00
9401	01/07/25	Skyblue Solutions	238.84
9402	01/07/25	Staci Marr	3,800.00
9403	01/07/25	Steven Giles	60.00
9404	01/07/25	The Nelrod Company	338.00
9411	01/21/25	A&M Electric Inc	76.13
9412	01/21/25	Access Systems Leasing	359.14
9413	01/21/25	Alliant Energy/IPL	208.14
9414	01/21/25	Brett A Austin	6,440.00
9415	01/21/25	BRIC MC LLC	2,642.94
9416	01/21/25	Christopher Meirick	1,064.50
9417	01/21/25	City of Britt	148.22
9418	01/21/25	D&L Sanitation	185.00
9419	01/21/25	Eileen Holm	300.00
9420	01/21/25	Finley Law Firm, P.C.	423.00
9421	01/21/25	Hawkins Ash CPAs	1,851.00
9422	01/21/25	JOE HORNYAK	480.00
9423	01/21/25	Landfill of North Iowa	34.00

**North Iowa Regional Housing Authority  
Check Register**

All Bank Accounts

January 1, 2025 - January 31, 2025

<b>Check Number</b>	<b>Check Date</b>	<b>Payee</b>	<b>Amount</b>
9424	01/21/25	Mort's Plumbing & Heating	1,536.99
9425	01/21/25	Mort's Water Company	159.00
9426	01/21/25	MRI Software LLC	48.00
9427	01/21/25	Spahn & Rose Lumber Co	1,963.00
EFT	01/21/25	Clear Lake Sanitary District	24.83
EFT	01/21/25	Clear Lake Sanitary District	41.66
EFT	01/21/25	Clear Lake Sanitary District	27.91
EFT	01/21/25	Clear Lake Sanitary District	58.60
EFT	01/21/25	Clear Lake Sanitary District	28.84
EFT	01/21/25	Clear Lake Sanitary District	30.07
EFT	01/21/25	Clear Lake Sanitary District	27.91
EFT	01/21/25	Clear Lake Sanitary District	21.14
EFT	01/21/25	Clear Lake Sanitary District	28.22
EFT	01/21/25	Clear Lake Sanitary District	25.14
EFT	01/21/25	Mid American Energy Company	1,648.64
EFT	01/21/25	Wellmark	272.93
EFT	01/07/25	Aflac	161.46
EFT	01/07/25	Capital One	3,166.12
EFT	01/07/25	Century Link	196.97
EFT	01/07/25	City of Hampton	1,757.98
EFT	01/07/25	City of Manly Utility	983.71
EFT	01/07/25	Principal Life Insurance Company	608.11
EFT	01/07/25	Verizon	285.75
<b>Vendor Check Total</b>			<u>68,668.82</u>
<b>Check List Total</b>			<u><u>88,979.30</u></u>

Check count = 78

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DATE: February 25, 2025

RE: Selection of Nominating Committee

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**REQUESTED ACTION:** Chairperson Helgeson designate 3 non-officers of the board to serve as the Nominating Committee.

**COMMENTS:** NIRHA Board bylaws require that the Chairperson appoint 3 members who will serve on the Nominating Committee. The Nominating Committee will nominate candidates for Secretary and Treasurer at the next NIRHA Board meeting.

Julie Hagen-Robb was serving as the NIRHA Secretary and Treasurer until her resignation from the board, effective December 31, 2024. The elected officer(s) will fulfill the remainder of the vacated term, which expires on September 30, 2025.

From the Bylaws:

**Article VI Section 2. Election and Term of Office.** *The Officers of the Authority shall be elected at the annual meeting of Commissioners. If the election of officers is not held at the annual meeting, such election shall be held at the next scheduled meeting or a special meeting. Vacancies shall be filled, or new offices created and filled at any regular or special meeting of the Commissioners. Each officer shall hold office for three years.*

*Commissioners may be re-elected for a second consecutive three-year term to the same office. Commissioners are not to be reelected for a third term in the same position. Commissioners may be elected to a three-year term in a different office. If an office becomes vacant, the Nominating Committee shall select a successor for the unexpired term of office with approval of The Board. The appointment to fulfill an unexpired term shall not prevent election to a three-year term to office.*

**Article VII Section 3. Nominating Committee.** *There shall be a standing body called the Nominating Committee. This body from time to time shall be called upon to submit names for election to offices of the Authority. Members of this Committee shall be Commissioners other than existing officers of the Authority. The Chairperson shall appoint three members of The Board for this Committee. These members will serve for one year. Members of the Committee may be reappointed for a second one-year term.*

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**DATE:** February 25, 2025

**RE:** Fill Position of Secretary and Treasurer effective immediately

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**REQUESTED ACTION:** Nomination and election to fill position of Secretary and Treasurer effective immediately.

**COMMENTS:** The term for the new Secretary and Treasurer will fill the remainder of the 3-year term expiring September 30, 2025. Julie Hagen-Robb was serving as Secretary and Treasurer when she resigned from the board effective December 31, 2024.

The board has the option to separate the roles of Secretary and Treasurer if desired. Previously, the NIRHA board has combined these positions.

Following are the actions needed to guide our process:

- a nomination to appoint from the nominating committee
- followed by a motion to cease nominations
- followed by a second to cease nominations
- then a vote to approve ceasing nominations
  
- followed by a motion to approve the nomination
- followed by a second motion to approve the nomination
- then a vote for approval of the nomination – roll call